

TRIPURA



GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA  
DEPARTMENT OF HIGHER EDUCATION.**

No.F. 1(89)-SPD/RUSA/2019/2476(67)

Dated, Agartala, the 19th November, 2019.


**NOTIFICATION**

In exercise of the powers conferred by Section 21 of the Tripura State Higher Education Council Act, 2019 (Tripura Act, No. 3 of 2019), the State Government makes the following rules for carrying out the purposes of the State Higher Education Council, namely:-

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| Short title and commencement                                                                                                                               | 1. (i) These Rules may be called the 'Tripura State Higher Education Council Rules, 2019';<br>(ii) They shall come into force on and from the date of their publication in the official gazette.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Definition                                                                                                                                                 | 2. (i) In these rules, unless the context otherwise requires:-<br>(1) 'Act' means the Tripura State Higher Education Council Act, 2019 (Act, No. 3 of 2019);<br>(2) 'EAT module' means the Expenditure, Advance and Transfer system of Public Financial Management System(PFMS);<br>(3) PFMS stands for Public Financial Management system for online expenditure of fund in the public portal;<br>(ii) Words and expressions used in these rules but not defined therein, shall have the same meaning as assigned to them under the Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Terms of office of the Chairperson and Vice-Chairperson<br>Power and functions of the Chairperson, the Vice-Chairperson and Chief Executive of the Council | 3. The Chairperson and the Vice-Chairperson shall hold office for a term not exceeding 3(three) years or till they attain the age of 75 (seventy five) years, whichever is earlier, from the respective date of their appointment by the State Government;<br><br>4. (i) Save as otherwise provided in the Act and anywhere in these Rules, the Chairperson shall exercise general control and supervision over the affairs of the Council and<br>(1) He shall cause the meetings of the Council convened at such time as he may fix and shall also settle the items for agenda for the meetings of the Council,<br>(2) Shall have power to pass interim orders in revision and other matters arising out of the supervisory jurisdiction of the Council,<br>(3) Shall have power to punish any employee of the Council by way of censure or reprimand and may initiate proceedings for suspension, removal or dismissal,<br>(4) Shall be the authority to sanction the disbursement of remuneration of the staff of the Council and to order payment of any bill outstanding against the Council,<br>(ii) Save as otherwise provided in the Act and anywhere in these rules, the Vice-Chairperson shall exercise all the powers and discharge all the functions of the Chairperson in his absence and under his direction;<br>(iii) (1) The Chairperson or the Vice-Chairperson shall have the right to speak or take part in the proceeding of the meeting.<br>(2) The Chairperson, the Vice-Chairperson or any other person authorised by the Council, shall be entitled to incur expenditure sanctioned in the budget of the Council without any further authority;<br>(3) The Chairperson and/or the Vice-Chairperson or any other person authorised by the Council, shall have authority to spend or incur expenditure of an emergent nature not provided for in the budget not exceeding Rs. 10,000/- a month for the purpose of the Council;<br>(4) The Chairperson and/or the Vice-Chairperson shall be the authority to sanction travelling allowance and daily allowance bills of the members of the council;<br>(5) All cheques or Print Payment Advice of PFMS shall be signed or endorsed and all bills, notes or other negotiable instruments shall be drawn, accepted or made on behalf of the Council by the Chief Executive on the approval of the Chairperson or the Vice-Chairperson. |
| Funds of the Council                                                                                                                                       | 5. (i) All monies received on behalf of the Council shall be acknowledged by a receipt signed by the Chief Executive or any other person authorised by the Council;<br>(ii) Amounts received shall be credited into the account of the Council in the Bank on the next working day of the Bank;<br>(iii) The books of the account and registers shall be strongly bound and paged. On the 1st or title page, the number of pages of the book or the register shall be entered and the entry shall be signed by the Chief Executive. Corrections in the entries shall be made in red ink and attested by the Accountant. Erasures shall on no account be permitted;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

- (iv) Receipt forms shall be numbered consecutively and bound into books of 50 or 100 forms each. On the front page of each book shall be entered the first and the last number of the receipts in that book be so certified by the Chief Executive. Receipts shall be in triplicate. The third part shall remain in the book and the second part shall be kept for the record. And the 1st part shall be given to the payee.
- (v) All receipts shall be signed by the Chief Executive or by such person as the Council may direct;
- (vi) Bills presented for payment shall be examined by the Accountant and on his being satisfied that the claim is admissible, and the payment is duly authorised by the Chief Executive, the Accountant shall pay the amount against a receipt. The entry in the account book shall show if the payment is made by Direct benefit transfer or by cheque or any other e-payment mode as decided by the Council. The bill and the relevant receipt shall be pasted together and shall be numbered consecutively in the year as payment voucher and shall be pasted in the bound book;
- (vii) Salary bills shall be in such form as the Council may direct;
- (viii) A bill presented for payment three months after the money becomes due shall not be paid without the sanction of the Council;
- (ix) The Council may fix the amount of a permanent advance to be made to the Chief Executive and the Accountant as the case may be;
- (x) The Accountant shall maintain an acquaintance register, as the auditor may direct;
- (xi) The Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS) will be used in filing of expenditure, transferring funds, advances and its settlement. There shall be feeding of the day to day transactions as recorded in the cash book of the PIA on the PFMS portal for all transactions made from the funds of the Council;
- (xii) All monies received and spent shall be immediately brought into account in the cash book and ledger. The balance of cash book with proper break up shall be updated by the close of every month and signed by the Chief Executive and the Accountant.
- (xiii) All monies and securities belonging to the Council shall stand in the name of the Council.
- (xiv) Budget estimates of Income and Expenditure for the coming year shall be made by Chief Executive and laid before the Council for approval before the 31st March every year.
- (xv) The Council may by resolution to open a separate Savings Bank Account in any Bank specified by it or in a Post Office to be operated by the Chief Executive of the Council.
- (xvi) The account of the Council to be reconciled every month with that of the cash book.
- Audit of the council**
6. (i) The accounts of the Council shall be audited once a year;
- (ii) The forms of books of accounts like Cash book, Stock register, fully vouched contingent bill shall be maintained as per the formats appended herewith these rules;
- (iii) The annual statement of income and expenditure of the year so audited shall be laid before the Council not later than the 31st July of each year.
- Residuary powers**
7. The Council may by order not inconsistent with these Rules, provide for the matters for which no provision has been made in these Rules and may give such direction as may be necessary for giving effect to the provisions of the Act, the Rules and such orders.

By order of the Governor

  
(Saumya Gupta)  
Secretary

to the Government of Tripura,

To

1. The Chief Secretary, Tripura.
2. The Additional Chief Secretary to the Chief Minister, Tripura.
3. The Secretary to the Governor, Tripura.

FOR THE MONTH OF

[illegible]



## FORM OF STOCK REGISTER

Name of the article:

Year of Account	Balance brought forward	Purchases during the year						Disposals, if any during the year						Balance carried over column 2-9	Initials of G. O.	REMARKS
		Date of purchase	Bills which charged	No. of article	Price	For whose use	Total column 2-5	No. of articles	Why and how disposed of	Sale price if any	When credited to Govt.	Date of original purchase	Original price			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

STATE		Bill No. .... Dt. ....	
FULLY-VOUCHED CONTINGENT BILL		Bank Token No. .... Dt. ....	
NO. ....			
District	Detailed bill Contingent Charges of for the month of ..... 20.....		Voucher No. .... of list of
	Head of Account		Payments for the Month of ..... 20.....
Number of Sub-voucher	Description of Charges and number and date of authority for all charges requiring special sanction		Amount
		Rs.	P
		Rs.	P
Carried over.....			

**\*\* To be entered by Chief Executive / Drawing Officer.**

(P.T.O.)

Number of Sub-voucher	Description of Charges and number and date of authority for all charges requiring special sanction	Amount			
		Rs.	P	Rs.	P
	Brought forward				
	Total:				

(1) I certify that the expenditure included in this bill could not, with due regard to the interest of the public service be avoided. I certify that to the best of my knowledge and belief the payments entered in the bill have been duly made to the parties entitled to receive them with the exception noted below which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above Rs.25 in amount are attached to this bill save those noted below which will be forwarded as soon as the amounts have been paid. I have as far as possible obtained voucher for other sums and am responsible that they have been destroyed or so defaced or so mutilated that they cannot be used again. All work bills are annexed.

(2) Certified that the articles detailed in the voucher attached to the bill and on those retained in my office have been accounted for in the Stock Register.

(3) Certified that the purchases billed for have been received in good order that their quantities are correct and their quality good, that the rates paid are not in excess of the excepted market rate and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payment.

(4) **Certified that—**

(a) the expenditure on conveyance hire included in this bill was actually incurred was unavoidable and is within the scheduled scale of charges for the conveyance used and;

(b) the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey and is not granted any compensatory leave and does not and will not otherwise receive special remuneration for this performance of the duty which necessitated the journey.

This certificate required when proper store account of materials and stores purchase and required to be maintained.

Received contents	Appropriation for the current year Expenditure including the bill Amount of work bill annexed
Signature and designation of the Drawing Officer	Balance available
Pay Rupees ( ).....	
Examined	